



# CITY OF DELTONA

CITY MANAGER'S OFFICE

To: Deltona City Commission  
From: Faith G. Miller, City Manager  
Subject: Weekly Courtesy Report  
Date: August 31, 2012

CITY MANAGER'S OFFICE thru 08/31/2012

**Communication:**

- Shared several Interstate-4 accidents on Facebook & Twitter.
- Published information about the new garbage containers using social media and DeltonaTV.
- Created a flyer and sent out a press release for the upcoming Concert in the Amphitheater which will feature Then2Now.
- Attended the Aug. 23<sup>rd</sup> Commission workshop.
- Attended a "Communicating with Seniors" discussion at the VCOG/TPO office.
- Participated with the Office of Economic Development in a Webinar on a new social media outlet called The Neighborhood.
- Continuing to work with the 50<sup>th</sup> Anniversary planning committee on a banner, postcard, possibly a folder and other marketing materials.
- Created a Friday Night Flicks & Fun poster.
- Updated DeltonaTV Weekly Schedule for week of Sept 2<sup>nd</sup>.
- Updated DeltonaTV programming—UCF (Global Perspective, On the Issues, MetroCenter Outlook), White House Chronicle, VA Weekly News.
- Updated NSP Parade of Homes listings for DeltonaTV and the City website.
- Completed Simulcast September 2011 Concert for programming broadcast on DeltonaTV.
- Completed GFX editing for VCSO PSA—"Schools and Driving Safety."

**Media Relations:**

- Provided information regarding Dare Wear's pending agreement, for *Al Everson/West Volusia Beacon*.
- Provided information regarding a proposed Normandy Rd Improvement project, for *Al Everson/West Volusia Beacon*.
- Provided information regarding proposed brownfield designations in Deltona, for *Mark Harper/Daytona News Journal*.
- Provided information regarding resident complaint regarding Deltona Water, for *Todd Ulrich/WFTV-TV CH. 9*.
- Provided information regarding animal control costs with local humane societies, for *Al Everson/West Volusia Beacon*.
- Requested information regarding the City's Budget and Fund Balance/Reserves, for *Dinah Pulver/Daytona News Journal*.

**Press Release/s:**

- Then2Now
- Brownfield Meeting
- 28th Annual Open House

**Business Development:**

- Met with Bob Turk, DeLand’s Economic Development Director and current Council Chairperson of the Volusia Economic Practitioner Council, to discuss West Volusia developments and to attend the interviews of the Team Volusia EDC CEO Candidates in Daytona Beach.
- Attended the Volusia County Review and Retrospect luncheon presentation given by Volusia County Council Chairperson, Frank Bruno.
- Held meetings with Dave Denny, Deputy City Manager, and Chris Bowley, Planning and Development Services Director, to discuss the Progress Energy/Duke Energy site search for prospective industrial/commercial park locations.
- Met with Felecia Benzo, Deltona resident and Medical Proponent for the City of Deltona, to strategize development of medical facilities in Deltona.
- Prepared the presentation package for the “City of Deltona Wellness Park” to present to John Slavens, President of CDG, a major development firm that specializes in medical facilities. Met with Mr. Slavens in Maitland, to make the presentation and discuss the potential. He will have discussions with a major medical facility group and its private sponsor.
- Attended an Alliance for Innovation webinar on ‘Building Neighborhoods’.
- Prepared for the September 10<sup>th</sup> Commission Workshop, topic: Deltona Economic Development Advisory Board’s (DEDAB) Commerce Park and Microincubator Sub-committee’s request for a hold on the Commerce Park task for eighteen months, and their request for the task of researching ‘Lakeside Development’.
- Met with Mr. Richard Blum, Richard Blum and Associates of Ormond Beach, regarding utilization of the DEDAB Educational and Medical Facilities Sub-committee’s ‘Project Bootstrap’ in conjunction with his program of ‘Vedic Mathematics’ in public schools.
- Met with representative of Bruce Strumpf Inc., to collect the key and post the public notifications for the September 6<sup>th</sup> public meeting on Brownfields. The meeting is set for 6:00 PM at 1200 Deltona Blvd, Suite 46.
- Attended a web-conference with Valerie Seidel of Balmoral Group, working in conjunction with Miller-Legg, to “Review Economic Analysis Calculations for the Deltona Scrub Jay Mitigation Project”.
- Chris Bowley and I teleconferenced with Lara Diettrich, Diettrich Planning, on best practices when dealing with a Charter County regarding Community Redevelopment Areas.
- Attended a teleconference on annual policy development for the Florida Brownfields Association’s Legislative & Policy Committee to be presented to the State of Florida.

**BUILDING & ENFORCEMENT SERVICES** thru 08/24/2012

**Building Services Division:**

Building Permits issued for the week.....	63
Valuation of work permitted for the week.....	\$320,173
Inspections completed for the week .....	158
Total Permits issued for Fiscal Year 11/12 .....	2,758
Valuation of work permitted for the year 11/12 .....	\$21,385,454
Permits Issued:	
A/C Change Out .....	21
Addition .....	1
Concrete Flatwork.....	1
Door Replacement .....	6
Electrical .....	4
Fence.....	4

Fire Alarm.....	1
Garage Door Replacement.....	2
Other .....	2
Pool In-ground .....	2
Reroof .....	6
Right of Way.....	2
Screen Enclosure.....	1
Shed .....	2
Sign .....	1
Solar Panel Install .....	1
Water Heater Replacement .....	4
<u>Window Replacement</u> .....	<u>2</u>
<b>Total</b>	<b>63</b>

**Enforcement Services Division:**

Requests for services this week .....	300
Animals impounded at the humane societies .....	32
Citation warnings issued .....	18
Courtesy notices .....	106
Abatement notices .....	64
Citations issued .....	9
Code Enforcement telephone calls .....	151
Animal Control calls .....	122
Solid Waste calls .....	87
Citizen walk in requests for Code Enforcement assistance .....	8
Citizen walk in requests for Animal Control assistance .....	10
Citizen walk in requests for Solid Waste assistance .....	2
Properties requiring grass to be cut by contractors .....	34
Certified mailings sent out .....	57
Money collected for Animal tags, liens and return to owners .....	\$925
Foreclosures for this week: Deltona	21
County	<u>64</u>
Total	85

(at a cost of \$1,190.00)  
 (at a cost of \$327.75)

**CITY CLERK'S OFFICE** thru 08/24/12

2nd Floor HR/CC Walk-In Customers .....	107
2nd Floor calls Answered .....	20
Packages Picked Up .....	1
Packages Received .....	60
A/P Invoices Opened .....	121
Newspapers .....	18
Public Records Requests Received .....	3
Public Record Request Amount Received .....	\$.47
Documents imaged, pages .....	4,737
Large scale drawings imaged, pages .....	11

(8 hours)

**FINANCE DEPARTMENT** thru 08/29/2012

- Received eleven bids for the 11<sup>th</sup> Avenue and Access Road Project. Low bid was received from Masci Corporation at \$2,184,639.56. Recommendation for award will be brought to the Commission for approval on September 17<sup>th</sup>.
- Prepared agenda memo for the September 4<sup>th</sup> Commission meeting for approval of award for Group Life, Accidental Death & Dismemberment, Short and Long Term Disability Insurance.
- Attended pre-bid meeting for Bid #13002 for removal and installation of basketball courts at Dwight Hawkins and Firefighter's Parks.
- Attended bid opening for Used Oil Removal and Transport for Public Works.
- Met with Volusia County regarding requirements for CDBG/Department of Energy grant-funded projects.
- Preparing tentative FY 12/13 budget document for Sept. 4<sup>th</sup> first reading.
- Entering tentative budget into Munis financial system.

**FIRE/RESCUE DEPARTMENT** thru 08/28/2012

**Fire Chief Staples:**

- Chief Staples has been accepted into the National Fire Academy's Executive Fire Officer Program (EFOP). This prestigious program is offered via the NFA / Department of Homeland Security at the National Emergency Training Center in Emmitsburg, Maryland. The 4-year program is designed to develop Chief Officers of Fire Departments, develop best practices in the delivery of services to citizens and shape the fire service for the future. Each class (offered once per year) is followed-up by a research paper on items pertinent to the community in which the Fire Officer currently serves. The idea is that the resulting research and collaboration between colleges will improve service delivery in each community. Deltona currently has 3 Executive Fire Officers.
- Held the 5-Bugle (Fire Chiefs) meeting of the Volusia County Fire Chiefs' Association meeting at Fire Station 65.
- Participated in contract negotiations as part of the City's negotiations team.

**Deputy Chief Rogers:**

- Alarm summary 8/22/2012 thru 8/28/2012

Structure fire	2
Vehicle Fire	1
Wild land, grass	0
Misc. Fire	2
ALS Medicals	44
BLS & Misc. Medical	50
Hazardous Condition	3
Service Calls	5
Good Intent	12
<u>False Alarms</u>	<u>12</u>
TOTAL	131

- Apparatus Update:

E61 FD-0241	In Service at Station 61.
E62 FD-0655	Out of Service – at Fleet.
E63 FD-1021	In Service at Station 63.
E64 FD-0654	Out of Service – Injector problems; at Cummings in Orlando.
E65 FD-0900	In Service at Station 65.

Resv A FD-9925	In Service at Station 64, however, it does not have a mobile radio.
Resv B FD-9827	In Service at Station 62.
Ladder FD-0300	Out of Service – at Fleet, Computer problems.
R61 FD-0910	In Service at Station 61.
R62 FD-0754	Available at Station 62.
All 4 Brush Trucks	In Service.

**Deputy Chief Rafferty:**

- Took Lifescan Physical.
- Assisted South East Fire Group with Pediatric Education for Prehospital Professionals Training course.
- State American Heart Association conference call (State issues).
- Worked with IT and Physio Control to get Bluetooth and EKG up-load working.

**Assistant Chief DeBose:**

- Conducted Command School to ensure that our personnel are properly trained to function in command situations such as structure fires, hazardous conditions, brush fires and motor vehicle accidents.

**HUMAN RESOURCES DEPARTMENT** thru 08/30/2012

- Performance Evaluations processed: 9
- Deltona JOBS Program Folders
  - 1<sup>st</sup> Floor lobby – (0) added
  - 2<sup>nd</sup> Floor lobby – (10) added
  - Total # of Deltona JOBS Program folders taken – (1237)
- Applications received:
  - (03) Parks Attendant
  - (02) Water Operator
  - (01) Network Analyst
  - (06) Mechanic
  - (10) Utility Systems Tech
  - (12) Project Administrator – Construction
  - (11) Purchasing Agent
  - (06) Public Works Tech
- Met with several Department Directors regarding personnel issues and coordination of personnel actions.
- (2) Physical evaluations and drug screens for Utility Customer Service Rep.
- Processed (1) FMLA action.
- Continuing to coordinate with the 50<sup>th</sup> Anniversary committee for November 16/17 events.
- Preparing materials for annual Open Enrollment.
- Planning for Employee Recognition Luncheon scheduled for September 14<sup>th</sup>.
- Participated with City negotiation team in meeting with Local 2913 to review/discuss their recent Demand To Bargain issues and other pending issues.
- Prepared FY 2012/13 City Manager Administrative Memorandums for review/approval.

**PARKS AND RECREATION DEPARTMENT** thru 08/25/2012

**Administration:**

- Met with 50<sup>th</sup> Anniversary Committee to discuss the event scheduled for November 16/17<sup>th</sup>.
- Met with Volusia County Parks and Recreation & Leisure Services to discuss future programming.
- Met with Parade Committee to discuss future planning initiatives.
- Met with AMSC air conditioning contractors to provide escort to City facilities for quarterly inspections.
- Completed fire inspections of City facilities.
- Completed pest control quarterly inspections of City facilities.
- Farmers Market: 1 vendor, 97 cars.
- Processed 7 permits for pavilion and field rentals.

**Facility Use Permits (8/05 – 8/11/12):**

• Deltona Community Center	6 permits issued	Weekly attendance – 1,655
• Harris M. Saxon Community Center	2 permits issued	Weekly attendance – 265
• Wes Crile Park	1 permit issued	Weekly attendance – 1,501
• Skate Park	4 new passes	Weekly attendance – 621

**Special Events/Programs:**

- Amphitheater: 2012 Concert series: “Then2Now” is scheduled for Saturday, September 8<sup>th</sup> at 7:00 p.m.
- Harris M. Saxon Community Center: Boys and Girls Club after school program has started.
- Wes Crile Park: Tennis and basketball court reconstruction project is underway.

**City Leagues Currently Underway:**

- Men’s league fall season will begin on September 17<sup>th</sup>.
- Senior league fall season will begin in September 17<sup>th</sup>.
- Flag football is scheduled to return in September.

**Partner Leagues Currently Underway:**

- West Volusia Youth Baseball fall season will begin in September.
- Deltona Little League fall season will begin in September.
- Deltona Panthers football and cheer practice continues.
- Deltona Youth Soccer practice continues.

**Parks Maintenance:**

*Weekly tasks include opening all the parks in the a.m., cleaning restrooms at parks and facilities, picking up and emptying trash at all parks and facilities; picking up trash around all pavilions; taking goods to storage, including seasonal items; cleaning the depot trailer, barn and yard; cleaning pavilion areas (ceilings, tables, grilles, etc.); cleaning playgrounds and sidewalks, taking vehicles to Fleet for maintenance, replacing damaged paper towel and toilet paper dispensers.*

- **Mowed, edged and weed-whacked:** Campbell Park, City Hall, Dwight Hawkins, Harris Saxon, Lake Gleason, Manny Rodriguez, Thornby, Tom Hoffman and Wes Crile Parks.
- Campbell Park - Replaced chain swings and raised swing height.
- Dwight Hawkins – Removed graffiti from restroom walls; painted picnic tables and benches; replaced damaged boards on perimeter fence.
- Lake Gleason Park – Worked on issues (picnic benches, playground, etc.); removed rusted picnic table; removed timbers from playground; removed Plexiglas doors on kiosk.
- Keysville Dog Park – Checked both drinking fountains.

- Thornby Park – Changed out photo cell on restroom light; installed bench for Vice Mayor; removed dead tree at entrance.
- Wes Crile Park – Replaced ceiling tiles in main hall and meeting room; patched wall in hallway.
- Miscellaneous – Picked up supplies at Ace Hardware.

**City Hall, Fire Station, Sheriff's Department and 1691 Providence (Sheriff) Building Maintenance:**

*Weekly janitorial service includes cleaning the Fire Station and inspecting Sheriff's building; opening and closing City Hall; vacuuming the chambers and other areas; emptying trash and recycled bins from DSC classrooms and all City departments; setting up Commission Chambers for various meetings and resetting afterwards; checking temperature throughout the building; replenishing restroom supplies throughout the entire building; replacing soap dispensers; cleaning all restrooms (floors, toilets, sinks, etc.); unclogging various toilets in restrooms on both floors; unclogging water fountains; replacing light bulbs throughout the building, courtyard and walkway; replacing restroom fresheners and batteries; moving or assembling furniture for various departments; hanging pictures (as requested) throughout City Hall; spraying and pulling weeds from various areas, trimming bushes and trees, watering sod and new shrubbery; walking the grounds and picking up trash; emptying all trash receptacles outside; sweeping sidewalk; cleaning front of building, retrieving supplies from storage at various times, polishing the elevator; delivering packages and heavy boxes to departments.*

**Sports Turf Maintenance:**

- Normal routine maintenance at:
  - Dewey Boster Sports Complex
  - Baseball and Pony League Fields
  - Vann Park
  - Dupont Lakes
  - Wes Crile Park
  - Mowed Campbell Park.
  - Mowed Wes Crile; removed down tree on trail; repaired irrigation clock.
  - Mowed Dupont Lakes.
  - Mowed Vann Park and edged fields.
- Sports Complex:
  - Repaired irrigation pipe at Pony League.
  - Repaired fence at Pony League (tree fell on it).
  - Mowed complex, Pony League and overflow parking.
  - Added clay to Pony League in preparation for opening day.
  - Removed fencing at maintenance facility.
  - Set up fencing for football game on Saturday.
  - Sprayed Pony League with TB3 (fertilizer) and Acephate (insecticide for ants).

**PLANNING & DEVELOPMENT SERVICES** thru 08/29/2012

**Executive Summary:**

The Planning and Development Services Department has closed out a busy and productive summer in both the Planning and Community Development Sections, from the approval of the Deltona Village Final Plat, Final Site Plans for commercial development, Land Development Code reorganization, closing the SHIP and CDBG grant funds for this year, and continued work on the two NSP programs.

**Planning:**

The Planning Section is bringing the Dollar General at Stratford Commons Final Site Plan to the City Commission at the September 4<sup>th</sup> Public Hearing. Staff also received a Final Site Plan application for a McDonalds drive-through restaurant to be located in the vacant outparcel within the WalMart complex at the intersection of SR 415 and Howland Bv. The new restaurant will increase activity at that intersection and likely have a positive residual effect for the Shoppes of East Deltona next door and development prospects within the Bella Vista PUD vacant tract across Howland Bv. There remains one commercial vacant tract within the WalMart complex following this development. Staff has begun the Small Scale Comprehensive Plan Amendments for the Providence Bv. corridor, moving forward on the Community Redevelopment Area following the City Commission's direction, and is bringing the proposed Brownfield Area to the Commission at the September 6<sup>th</sup> hearing.

**Housing & Community Development:**

The Community Development Section has identified the need to close on eight (8) 25% set-aside homes within the NSP 1 program to complete that requirement for HUD. The goal is to complete the placement of very low income applicants within these eight homes. Currently, the ratio for every VLI applicant that qualifies is 10:1, or for every 10 applicants, one will close on a house. The City should sell three (3) set-aside homes within the next two months, which satisfies the City's requirement to close out NSP 1 Program Funds months ahead of schedule. The NSP 3 program has the same 25% set-aside requirement and staff prefers to complete that requirement early in the home sale process, rather than at the end.

**PUBLIC WORKS** thru 08/2/2012

**Traffic Operations:**

*Weekly tasks include monitoring crews and downloading and evaluating traffic survey information.*

- **Signs:**
  - Completed 5 sign repair work tickets in the City.
  - Fabricated and installed 4 new street name signs.
  - Fabricated and installed (1) W1-1a left-90-degree turn sign with 25 mph sign at 64 Ft Smith Blvd.
  - Fabricated and installed (2) W1-8 chevron signs at: Vardon & Northcliff; 76 Ft Smith; 94 Ft Smith; 72 Ft Smith; Northcliff & Ft Smith.
  - Fabricated and installed (1) S1-1 school crossing sign and (1) W16-9P – ahead sign at 991 Courtland Blvd.
  - Fabricated and installed (13) R1-1 Stop signs for stock and on call.
- **Asphalt:**
  - Completed 6 asphalt work tickets – 2 tons.
  - Installed asphalt berm in between 1027 & 1029 Top Ct for Stormwater Department – ½ ton.
  - Repaired 16'x 13' section of road at 2079 Jessamine Ct for Deltona Water.
  - Repaired drop offs with asphalt at and across from 1527 Elkcam – 5 tons.
- **Speed Trailer:**
  - Installed at 133 Neal Dr.
- **Message Boards:**
  - Left message board for back to school for VCSO – Howland & Graves; Saxon & N Normandy; Deltona Blvd & Doyle Rd; Providence Blvd between Eustace & Joyner.
- **Thermoplastic Striping:**
  - 12" white crosswalk at Galaxy Middle School – 351'.
  - 24" white stop bar at Galaxy Middle School – 27'.

• **Miscellaneous:**

- 2459 Adelia – repaired drop off with recycled concrete.
- 734 Vicksburg – removed dirt from roadway.

**Field Operations:**

*Weekly tasks include evaluating work orders called in by residents.*

• **Beautification:**

- Medians:
  - Elckam Blvd – routine maintenance.
  - Providence Blvd – routine maintenance.
- City Signs: Howland welcome sign.

• **Concrete:**

- Sidewalk repairs: 1461 Helena – 5'x 4'; 1635 Ferguson – 5'x 4'; 1659 W Waycross – 6'x 4' & 5'x 4'; 1785 Haverhill - 5'x 4'.

• **Clam Truck:**

- Debris – 8
- Trimming – 9

• **Drop Offs:**

- Repaired drop off with fill dirt – Elckam Blvd near Drysdale.

**Fleet Maintenance Division:**

• Vehicles	PM – 4	Repairs – 13
• Equipment	PM – 1	Repairs – 9
• Road Calls	3	
• Parts Run/Vehicle Delivery	2	
• CDL Testing	0	

**Stormwater Division:**

*Weekly tasks include check and monitor all electric pump stations; respond to all safety concerns; talk to residents about their concerns; check and record lake levels; manage current CDBG projects; implement NPDES Inspection program.*

• **Construction Crew:**

- 2861 Wildpepper – took out driveway; formed up and poured back driveway.
- 819 Whitewood Dr – reshaped swales.
- Top Ct – reshaped swales and sodded.
- 642 Goodrich – took out 2 headwalls; built a box; built a mitered end with rip rap bags.

• **Drainage Rehabilitation Crew:**

- Ditches mowed with the menzi – 3372 Ronda; 3669 Pamona; Austin to Howland Blvd.

• **Drainage Area Maintenance (Aebi Mowing):**

- Ditches mowed – 1211 Page; 1510 Page; 983 Waycross; 1724 Whipple; 1124 Page; 1736 Whipple; 1639 Bloomfield; 1003 De Carlo; 1041 Eastbrook.
- Ponds mowed – 201 Howland; 675 Goodrich.

• **System Cleaning (Vac Truck):**

- Storm systems jetted - 2553 Gramercy; 2930 Waco 2840 Waco; 958 Loren; 2698 Fair Oaks; 3037 Tunisia; 727 Vicksburg.

• **Right of Way Mowing Crew:**

- Main Roads mowed – Deltona Blvd; Cloverleaf; Anderson; Alexander; Ft Smith.
- Sectors mowed – 5; 6; 7; 8; 9; 10; 11; 12.
- Alleys mowed – 977; 1021; 1023; 1184; 1185; 1578; 1898.

- **Right of Way Litter Crew:**
  - Main road trash pickup – Normandy; Elkcam; Courtland; India; Humphrey; Newmark; Catalina; Haulover; Captain.
- **Misc:**
  - 788 Chippendale; 1486 Renton; 1045 Brady – mowed Right of Way.
  - Norwood Dr; 1318 Ferendina; 1458 Gainesville Dr; 1636 Bloomfield Av – mowed the pump station.
  - 2575 Juliet Dr E – mowed the Right of Way next to the pond.
  - Alley 566 – mowed the alley.
  - City Wide – inspected all pump stations and water control structures; inspected storm systems.
  - Matheson – A hole next to box and sidewalk was filled with stone.
  - 201 Howland Blvd – tested all portable pumps.
  - City Wide – watered all newly laid sod.
  - 3075 Dudley Dr – cut up tree in road and hauled off.

**UTILITIES** thru 08/26/2012

**Customer Service**

August 2012	Total week ending 8/26/12
DW – Lockbox	1858
Ebox	1034
Call Center Calls	2239
Walk-ins/Drop Box	1180
On-line Payments	799

**Customers Disconnected for Non-Pay**

August 2012	Total week ending 8/26/12
Total on Disconnect List	222
Off in error/DW error	
Off in error/Munis error	
Misapplied Payment	

**Construction Log & Service Orders**

August 2012	Total week ending 8/26/12
Water Service	
Meter Sets	
Reclaim Meters	
Fire Hydrant Installs	
Fire Hydrant Replacement	
Fire Hydrant Repair	
Replace Meter Box	12
Locates Received	50
Locates Completed	55
Main Leaks	2
Service Leaks	7
Sewer Repairs	1
Sewer Blockage	6
KV2 Valves	6
Service Replacements	3
Meter Change Outs	10
Service Orders	444
Disconnects	222
Drainfield Leaks	
Meter Retirements	41